



REPLY TO  
ATTENTION Q

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INFANTRY CENTER**  
**BASIC COMBAT TRAINING BRIGADE**  
**FORT BENNING, GEORGIA 31905**

ATSH-BC

01 MARCH 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaints within the Basic Combat Training Brigade

1. It is essential to the good order and discipline of the Brigade that every soldier and civilian understand how to communicate legitimate equal opportunity or sexual harassment complaints. It is my policy that all complaint resolution be attempted at the lowest level in the chain of command. I encourage all members of this Brigade to use their chain of command.
2. This does not prevent one from using other agencies such as the Equal Opportunity Advisor, the Inspector General, the Chaplain or any other available agency. The key is reporting. However, the chain of command should be afforded the opportunity to resolve the complaint first.

A handwritten signature in dark ink, appearing to read "Nolen V. Bivens", is positioned above the typed name.

NOLEN V. BIVENS  
Colonel, Infantry  
Commanding

DISTRIBUTION:

A